

**Illinois Department of Revenue  
Regulations**

<b>Title 86 Part 770 Section 770.120 How to Participate</b>
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**TITLE 86: REVENUE  
CHAPTER I: DEPARTMENT OF REVENUE**

**PART 770  
TELEFILE PROGRAM**

**Section 770.120 How to Participate**

- a) Taxpayers whose participation is voluntary will receive the necessary information packet from the Department as they become eligible to file the returns listed in Section 770.100(c). Taxpayers whose participation is mandatory will be notified by the Department that they are required to file the returns listed in Section 770.105(c), and will also receive the necessary information packet. Participants must call the telephone number in the information packet provided.
- b) Participants must enter their Illinois Business Tax number (IBT number) and a Personal Identification Number (PIN) issued by the Department that will allow them access to the TeleFile system.
- c) Participants will enter their information in accordance with the TeleFile instruction sheet provided by the Department through the use of the number keys on a touch-tone telephone in response to an automated voice prompt system.
- d) At the end of a successfully completed TeleFile filing, the automated voice prompt system will confirm the return has been filed with the Department by issuing a confirmation number as provided in Section 770.140 of this Part.
- e) Any balance due on a return filed through the use of TeleFile must be paid by the due date in the same manner as if the return was filed in a paper format. For example, a check for the proper amount due may be mailed to the Department or payment may be made through the use of electronic funds transfer (see 86 Ill. Adm. Code 750).
- f) Participants using the TeleFile system cannot recall or intercept a return that has been filed using the TeleFile system after that return has been confirmed as received. Participants wishing to make any changes to a return that has been filed using the TeleFile system must file an amended return in a paper format.

(Source: Amended at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)